A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, February 28, 2018 at 3:00 p.m. at Santa Monica College Drescher Hall Room 300-E (the Loft)**,** 1900 Pico Boulevard, Santa Monica, California.

I.   Call to Order

II.   Members
        Teresita Rodriguez, Administration, Chair Designee
        Nate Donahue, Academic Senate President, Vice-Chair
        Mike Tuitasi, Administration Representative
        Chris Bonvenuto, Management Association President
        Erica LeBlanc, Management Association Representative
        Mitra Moassessi, Academic Senate Representative
        Peter Morse, Faculty Association President
        Tracey Ellis, Faculty Association Representative
        Robert Villanueva, CSEA President
        Martha Romano, CSEA Representative
        Jennifer Chen, Associated Students President
        Chase Matthews, Associated Students Representative

III.   Review of Minutes: February 14, 2018

IV.   Reports

        A. Planning Subcommittees

            • Budget Planning: Chris Bonvenuto and Matt Hotsinpiller, Co-Chairs:
            • College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs
            • Facilities Planning: Emil Zordilla and Lee Peterson, Co-Chairs
            • Human Resources Planning: Tre-Shawn Hall-Baker and Kymberlyn McBride, Co-Chairs
            • Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. *2017-2018 TPC Goals with Recommendations are attached.*

        B. Academic Senate Joint Committees
            • Curriculum: Brenda Antrim, Chair and Jennifer Merlic, Vice-Chair
            • Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair
            • Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair
            • Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair

        C. Associated Students

        D. Accreditation Update

IV.   Superintendent/President's Response to DPAC Recommendations, if any.

V.   Agenda
       Public Comments
       Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.

       A.   Discussion with DPAC Subcommittee Chairs/Co-Chairs and Academic Senate Joint Committees Chairs/Vice-Chairs: Engagement in the planning process
          (*see attached excerpts from DPAC Charter and Organization 2017-2018 related to DPAC Subcommittees, 2017-2022 Strategic Initiatives and DPAC Innovation Planning Reorganization*).

       B.   Mid-Year Update: 2017-2018 Institutional Objectives (*attached*)

VI.   Adjournment
       <u>Meeting schedule through June 2018 </u>(second and fourth Wednesdays each month at 3 p.m.)
          March 14, 28
          April 11, 25
          May 9, 23
          June 13, 27

          Governance Structure meetings

VII.   <u>Council of Presidents Meeting</u>
       The Council of Presidents will set the agenda for the March 28, 2018 DPAC meeting.

2017/2018 TPC GOALS with Recommendations

Final Approved Version 1.19.18

1. **In order that we might promote a wider campus awareness of the transformational potential of technology:**

We recommend supporting a Fall and Spring technology day on campus where all interested constituencies are encouraged to attend.

2. **In order that we might promote greater mobile availability:**

We recommend 100% campus coverage with high-speed connectivity across all district campuses.
We recommend developing an easily found set of instruction for non SMC devices, along with best practices documents that may cover security issues and recommended devices.
We recommend responsive applications that accommodate the increasing use of mobile devices.

3. **In order that we might enhance information security and information security awareness:**

We recommend creation and adoption of an information security policy that follows current best practices.

4. **In order that we might promote greater access to Single Sign On for faculty, staff and students:**

We recommend curating and adding links in SMC Quicklinks in mProfessor (Office 365, Facilities Planning, Book Orders, Portal Guard, Reprographics, etc.) for easy use.
We recommend the creation of a list of single sign on applications (e.g. integrating Portal guard with other applications like mProfessor, EMS, DSF Web Print) and a plan for their integration.

5. **In order that we might promote digitization, organization, distribution and archiving of learning on campus:**

We recommend researching the costs of retrofitting a room like HSS 165 for automatic filming, recording and lecture capture.
We recommend clarifying faculty/staff/student requests process and protocols for having events filmed and posted including format and layout requirements, including 508 compliance.
We recommend the proper documentation in a searchable archive of past and future digital content and editing for ease of use by faculty, students and the larger community.

6. **In order that we might promote improved college-wide technology infrastructure both hardware and software:**

We recommend developing and adopting a comprehensive Master Plan for Technology to identify the current technology landscape at SMC and plan for future hardware and software needs over the next 5 years.
We recommend evaluating Enterprise Resource Planning solution to replace existing homegrown legacy systems, which includes monetary costs and benefits.
We recommend developing a review and approval process for non-standard hardware, software, Canvas LTI, Etc.

7. **In order that we might promote Accessible Digital Educational Resources:**

We recommend greater resources for instructional design including a designated instructional designer for faculty.

8. **In order that we might promote 508 compliance:**

We recommend continued training and awareness of 508 standards.

Planning Subcommittees:
1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

> Faculty (2 Academic Senate/2 Faculty Association)
> Classified (4 CSEA)
> Managers (2 Administration /2 Management Association)
> Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

Quorum
A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

Voting on Planning Subcommittee
Each member of the planning subcommittee has one vote (4 faculty, 4 classified, 4 managers, 4 students)

Planning Subcommittees Co-Chairs

> One Co-Chair named by the Superintendent/President
> The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

> One Co-Chair elected by the planning subcommittee
> This co-chair shall be selected from within the subcommittee membership by September 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

Responsibilities of the Planning Subcommittees Co-Chairs
- Develop the schedule of meetings
  – All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

- Work cooperatively to:
  – Develop meeting agendas
  – Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
  – Preside over meetings using standing rules agreed upon by the subcommittee
  – Prepare minutes of meetings
  – Post/distribute minutes

District Planning and Advisory Council
Planning Subcommittees
(DPAC action 4/27/05 and 6/8/05)

Budget Planning Subcommittee

College Services Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

Quorum
A quorum will consist of a simple majority of subcommittee members
appointed by employee constituency groups (7 of 12 members), or
designee.

Overarching Guiding Principles for DPAC Planning Subcommittees

- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District's Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan.

- Each planning subcommittee should factor recommendations from other planning areas

- As part of its planning process, each planning subcommittee should consider environmentally sustainable practices

- Members of the planning subcommittees should report back to their respective constituencies on a regular basis

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings

- All planning subcommittees shall meet at least once a month during the fall and spring semester at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

- Work cooperatively to:
  - Develop meeting agendas
  - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
  - Preside over meetings using standing rules agreed upon by the subcommittee
  - Prepare minutes of meetings
  - Post/distribute minutes

(Approved 1/28/09, Revised 10/12/2016)

District Planning and Advisory Council
Budget Planning Subcommittee

<u>Members</u>

Managers	Faculty	Classified	Students
Chris Bonvenuto, Co-Chair	Matt Hotsinpiller, Co-Chair	Martha Romano	Jennifer Chen
Bob Isomoto	Nate Donahue	Dee Upshaw	Alex Boyd
Bill Bloom	Jose Hernandez	Robert Villanueva	
Mitch Heskell	Peter Morse	Mike Roberts	

Meetings: First and third Wednesdays at 2 p.m., Library 275

Duties of the Budget Planning Subcommittee:
• Have recommending authority on budget matters to the District Planning and Advisory Council. • Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council. • Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies. • Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the college vision, mission, goals, strategic initiatives and master plans and federal and state laws. • As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue. • Participate in the Master Planning process.

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
College (Operational) Services Planning Subcommittee

<u>Members</u>

Managers	Faculty	Classified	Students
Mike Tuitasi, Co-Chair	Thomas Chen	Joan Kang	Alexa Benaventi
Bonita Cooper	Cynthia Gonzalez	Maria Bonin	Stephanie Hernandez
Deirdre Weaver	Vicky Seno	Marie Fisher	Allyson Marquez
Ramin Nematollahi	Michael Strathearn		Analaura Paiva, Co-Chair

Meetings: Fridays at 9 a.m. Student Affairs Conference Room
September 18, 2015
October 16
November 13
December 11

Duties of the College (Operational) Services Planning Subcommittee
• Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 10/13, 10/14, 10/15, 10/16

<u>Members</u>

Managers	Faculty	Classified	Students
Emil Zordilla, Co-Chair	Linda Sinclair	Lee Peterson, Co-Chair	Saori Gurung
Greg Brown	Judith Marasco	Madeline Brodie	
Reggie Ellis	Alicia Villapando	Jim Galligan	
Mark Engfer	Catherine Matheson		

Meetings: Select Second and fourth Thursday of each month (usually excluding July and August)
            2 – 3:30 p.m., Gym 223 "Skybox."

Duties of the Facilities Planning Subcommittee
• Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office.
• Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities.
• Review the documents used in facilities planning.
• Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 101/0, 1/13/10, 9/14/11, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
Human Resources Planning Subcommittee

<u>Members</u>

Managers	Faculty	Classified	Students
Tre'Shawn Hall-Baker Co-Chair Carol Long Stacy Neal Marcy Wade	Jason Beardsley, Co-Chair Iam Colmer Kymberlyn McBride Michael Strathearn	Joyce Cheney	

Meetings: Second Tuesdays, 1:30-3 p.m. Library 275

Duties of the Human Resources Planning Subcommittee

- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.

- Monitor trends in equity and diversity in order to include findings in human resources discussions.

- Review mandated training requirements and their delivery and effectiveness.

- Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16

District Planning and Advisory Council
Technology Planning Subcommittee

<u>Members</u>

Managers	Faculty	Classified	Students
Dan Rojas, Co-Chair	Walter Meyer, Co-Chair	Christine Miller	Jailing Li
Marc Drescher	Angie Misaghi	Paul Trautwein	Nathasha Dran
Regina Ip	Tom Peters	Rafi Karpinski	Melissa Akkaya
Stephanie Schlatter	Peter Morse		

Meetings: Third Friday of each month, 10:30 a.m. -12:00 noon in IT Conference Room 20

Duties of the Technology Planning Subcommittee
▪ Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
▪ Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
▪ Focus on technology integration and communication with other college planning areas.
▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11, 10/13,10/14, 10/15, 10/16

<div align="center">**DPAC Innovation Planning Reorganization**</div>

DPAC will be responsible for directing and monitoring progress toward the goals outlined in the Strategic Master Plan, 2017-2022. DPAC will parse five-year goals into yearly objectives, and assign existing college committees to direct action to complete them.

The **Institutional Effectiveness Joint Committee and the Institutional Research Department** will devise metrics to monitor yearly progress.

Strategic Planning Goals, 2017-22, and responsible committees:

1. **Close the gaps in educational outcomes among student groups**
    a. Integrated Planning Committee
    b. Pathways Redesign Steering Committee
    c. Equity and Diversity Senate Committee (Senate)
    d. Equity Steering Committee/ "Equity Speaks"
    e. Student Instructional Support Services (Senate)
    f. Professional Development Committee (Senate)
    g. CTE Committee (Senate)
    h. Distance Education (Senate)
    i. Department Chairs Committee (Senate)

2. **Expand Santa Monica College's identity by enhancing and diversifying educational and career opportunities**

    a. Pathways Redesign Steering Committee
    b. Distance Education (Senate)
    c. CTE Committee (Senate)
    d. Student Instructional Support (Senate)
    e. Department Chairs Committee (Senate)

3. **Foster institutional effectiveness and innovation by improving long--term and integrated planning linked to resource allocation.**

    a. Integrated Planning Committee
    b. Program Review (Senate)
    c. DPAC Budget Subcommittee
    d. Institutional Effectiveness Committee (Senate)/IR
    e. Student Instructional Support (Senate)
    f. New Faculty Ranking Committee
    g. Department Chairs Committee (Senate)
    h. DPAC Technology Subcommittee
    i. DPAC College Services

4. **Develop a human resource plan which supports student success by achieving benchmark levels of full--time faculty, classified staff, and administrators.**

    a. DPAC HR Subcommittee
    b. Personnel Policies (Senate)
    c.   Equity and Diversity Committee (Senate)
    d. Program Review (Senate)
    e. Department Chairs Committee (Senate)\
    f. IEC (Senate)/IR

5. **Improve facilities and technology infrastructure, integration and staffing.**

      a. DPAC Facilities Subcommittee
      b. DPAC Technology Planning Subcommittee
      c. Information Services (Senate)
      d. Distance Education (Senate)
      e. Program Review (Senate)
      f. Student Instructional Support (Senate)
      g. DPAC HR Subcommittee
      h. DPAC College Planning Committee

6. **Assure an effective and dynamic college by ensuring long--term fiscal stability**

      a. DPAC Budget Subcommittee
      b. Program Review (Senate)
      c. Distance Education (Senate)
      d. Integrated Planning Committee

2017-2018 INSTITUTIONAL OBJECTIVES

OBJECTIVE 1	Responsible Area(s)
Analyze the current governance structure and charges, specifically DPAC.	Superintendent/President DPAC
OBJECTIVE 2	**Responsible Area(s)**
Increase the number and percentage of full-time instructional and non-instructional faculty, while at the same time increasing the number of applicants from diverse backgrounds.	Human Resources Academic Affairs Academic Senate
OBJECTIVE 3	**Responsible Area(s)**
Develop a District Technology Master Plan.	Information Technology DPAC Technology Subcommittee
OBJECTIVE 4	**Responsible Area(s)**
Develop a human resources plan that identifies appropriate staffing guidelines and benchmarks.	Human Resources Academic Senate
OBJECTIVE 5	**Responsible Area(s)**
Develop a multi-year District budget that is consistent with the Board of Trustees Core Priorities and Budget Objectives and Principles and aligns with the Colleges Strategic Initiatives and Objectives.	Business Services
OBJECTIVE 6	**Responsible Area(s)**
Develop clear pathways for completion for all instructional programs.	Pathways Task Force Academic Affairs Curriculum Committee Academic Senate MIS
OBJECTIVE 7	**Responsible Area(s)**
Develop and implement an enrollment plan that addresses the District's enrollment goals and challenges.	
OBJECTIVE 8	**Responsible Area(s)**
Write and implement the Integrated Plan 2017-19 which includes SSSP (credit and noncredit), Student Equity, Basic Skills Initiative, and the Adult Education Block Grant.	Integrated Plan Committee
OBJECTIVE 9	**Responsible Area(s)**
Collaborate with all gender, equity, and social justice workgroups to establish a centralized resource center and community space for students and staff who are in need of services pertaining to identity, discrimination, inclusion, gender and social justice issues, to open Fall 2018.	Gender Equity Work Group Associated Students Academic Senate Student Services Business Services Facilities
OBJECTIVE 10	**Responsible Area(s)**
Institutionalize a systematic review of all current health and safety plans, policies and procedures and develop a process by which concerns and issues are addressed.	Safety Committee Campus Police Risk Management SMMUSD